

City of Meridian FY2025 Budget Amendment Form

Personnel Costs

Full Time Equivalent (FTE):

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	2110	41200	11440	Wages	
01	2110	41206	11440	PT/Seasonal Wages	
01	2110	41210	11440	Overtime	
01	2110	41304	11440	Uniform Allowance	
01	2110	42021	11440	FICA	\$ -
01	2110	42022	11440	PERSI	\$ -
01	2110	42023	11440	Worker's Comp	\$ -
01	2110	42025	11440	Employee Insurance	\$ -
Total Personnel Costs					\$ -

Operating Expenditures

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	One-Time	On-Going	Total
01	2110		11440				\$ -
01	2110		11440				\$ -
01	2110		11440				\$ -
01	2110		11440				\$ -
01	2110		11440				\$ -
01	2110		11440				\$ -
01	2110		11440				\$ -
01	2110		11440				\$ -
01	2110		11440				\$ -
01	2110		11440				\$ -
01	2110		11440				\$ -
01	2110		11440				\$ -
01	2110		11440				\$ -
01	2110		11440				\$ -
Total Operating Expenditures					\$ -	\$ -	\$ -

Capital Outlay

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	2110	92020	11440	Building Improvements	\$ 81,227
01	2110		11440		
01	2110		11440		
01	2110		11440		
01	2110		11440		
01	2110		11440		
Total Capital Outlay					\$ 81,227

Revenue/Donations

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	2110		11440		
01	2110		11440		
01	2110		11440		
Total Revenue/Donations					\$ -



Please only complete the fields highlighted in Orange.

Amendment Details

Title: **PD Admin Roof & RTU Replacement**
 Department Name: Police Dept.
 Presenting Department Name: Public Works
 Department #: 2110
 Primary Funding Source: 1
 CIP#:
 Project #: 11440

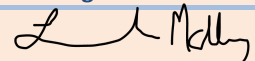
Is this for an Emergency? ☐ Yes ☒ No
 New Level of Service? ☐ Yes ☒ No

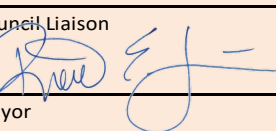
Clerks Office Stamp

Date of Council Approval

Acknowledgement

Date


 Department Director 10/18/24

 Chief Financial Officer 10/18/2024
 Approved Doug Taylor via email 10.18.24
 Council Liaison

 Mayor 10-19-24

Total Amendment Request \$ **81,227**

City of Meridian FY2025 Budget Amendment Form

Total Amendment Cost - Lifetime

	Prior Year(s) Funding	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Department Name: Police Dept. Title: PD Admin Roof & RTU Replacement
Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	Instructions for Submitting Budget Amendments: ➤ Department will send Amendment with Directors signature to Finance (Budget Manager) for review ➤ Finance will send Amendment to Council Liaison for signature ➤ Council Liaison will send signed Amendment to Mayor ➤ Mayor will send signed Amendment to Finance (Budget Manager)
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	
Capital		\$ 81,227					
Total	\$ -	\$ 81,227	\$ -	\$ -	\$ -	\$ -	
Total Estimated Project Cost: \$ 81,227							

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested?		
The project for the replacement of the PD Admin roof and RTU units has already been approved through Council. The bid for the construction of the project has now been performed and came in higher than was originally anticipated. This amendment will provide the additional funds needed that were identified during the bid process.		
2. Why was this budget request not submitted during the current fiscal year budget cycle?		
Only an estimate was available for the budget cycle and that amount was asked for. When the actual bid came through it was higher and additional funding is needed to complete the project.		
3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?		
The project is planned to be completed during FY25. Waiting until next fiscal is not viable.		
4. Describe the proposed method of funding? If funding is split between Funds (i.e. General, Enterprise, Grant), please include the percentage split. List the amounts and sources of anticipated additional revenue that will result from approval of this request.		
General Fund		
5. Does this request align with the Department/City's strategic plan? If not, please explain how this request was not included in the Department/City strategic plan?		
Yes. Government Excellence.		
6. Does this request require resources to be provided by other departments? If yes, please describe the necessary resources to be provided by other departments.		
No		
7. Does this Amendment include any needed Equipment or Software that will utilize the City's network? (Yes or No)	No	
8. Is the amendment going to result in the disposal of an asset? (Yes or No)	No	
9. Any additional comments?		

Total Amendment Request \$ **81,227**

Every effort should be made to avoid reopening the budget for an amendment. Departments will need to provide back up and appear before the City Council to justify budget amendments. Budget amendments are intended for emergency or mandatory changes to the original balanced budget. Changes to the original balanced budget may cause a funding shortfall.



Mayor Robert E. Simison

City Council Members:

Luke Cavener, President

Liz Strader, Vice President

Brian Whitlock

Doug Taylor

John Overton

Anne Little Roberts

TO: Mayor Robert E. Simison
Members of the City Council

FROM: Stacy Redman
Facilities Project Manager

DATE: 10/14/24

**SUBJECT: FY25 BUDGET AMENDMENT IN THE AMOUNT OF \$81,227 FOR THE
PD ADMIN ROOF & RTU REPLACEMENT PROJECT**

REQUESTED COUNCIL DATE: 11/6/2024

I. RECOMMENDED ACTION

A. Move to:

1. Approve the \$81,227 Budget Amendment for the PD Admin Roof & RTU Replacement Project
2. Authorize the Mayor to sign the amendment

II. DEPARTMENT CONTACT PERSONS

Stacy Redman, Facilities Project Manager	208-489-0374
Alex Freitag, Business Division Manager	208-489-0376
Laurelei McVey, Director of Public Works	208-985-1259

III. DESCRIPTION

A. Background

The roof of the PD Admin building is 22 years old and in need of replacement along with the RTUs for the HVAC system. These are all original components and have exceeded their design lifespans. Over the past two years, the facilities team has responded to several leaking roof issues, and are seeing repair costs on the building's RTUs increase. These were the reasons to initiate this project and request funding to implement.

B. Reason for Amendment

This project was approved during the FY25 budget process with an older cost estimate. Actual bids have now been received and we have a firm cost. This amount is slightly above what is currently budgeted for this job. Inflationary increases in the material and labor are the main drivers since our original cost estimate over two years ago. The amount of this amendment is the balance needed to complete construction.

IV. **IMPACT**

A. Project Funding Recap:

PD Admin Roof & RTU Replacement Project	01-2110-53100-11440
Budget Available for Construction Phase of Project	\$823,509
Total Funding Needed for Construction	\$904,736
Funding Shortage (Budget Amendment)	(\$81,227)

V. **ALTERNATIVES**

- A. The City could choose to not fund this additional balance needed to complete this replacement project and defer the roof and RTU replacement until a future time. Potential issues with roof leaks, RTU failures and general maintenance issues in work areas are the likely outcome. The project would also need to be rebid when the City decides to pursue it again. Future costs could vary from the current quote positively or negatively.

Approved for Council Agenda: _____

